


ROLES & RESPONSIBILITIES
FOR DELIVERY OF VIRGINIA
AGRICULTURAL BEST
MANAGEMENT PRACTICES
COST SHARE PROGRAM
(VACS)

For
District Directors
&
District Staff


Roles of District Directors

 Establish secondary considerations prior to the beginning of each program year.

- See page I-7 & 8 of the BMP manual.

 Establish SWCD funding caps.

- See page I-8 & 9 of the manual.

 Establish recruitment guidelines.

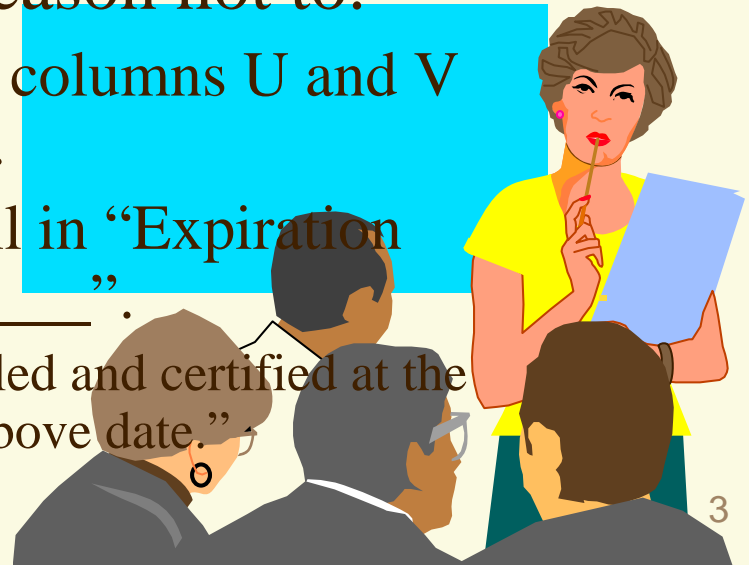
- See page I-6 of the manual.

Roles of District Directors


Consider BMPs at monthly meeting.

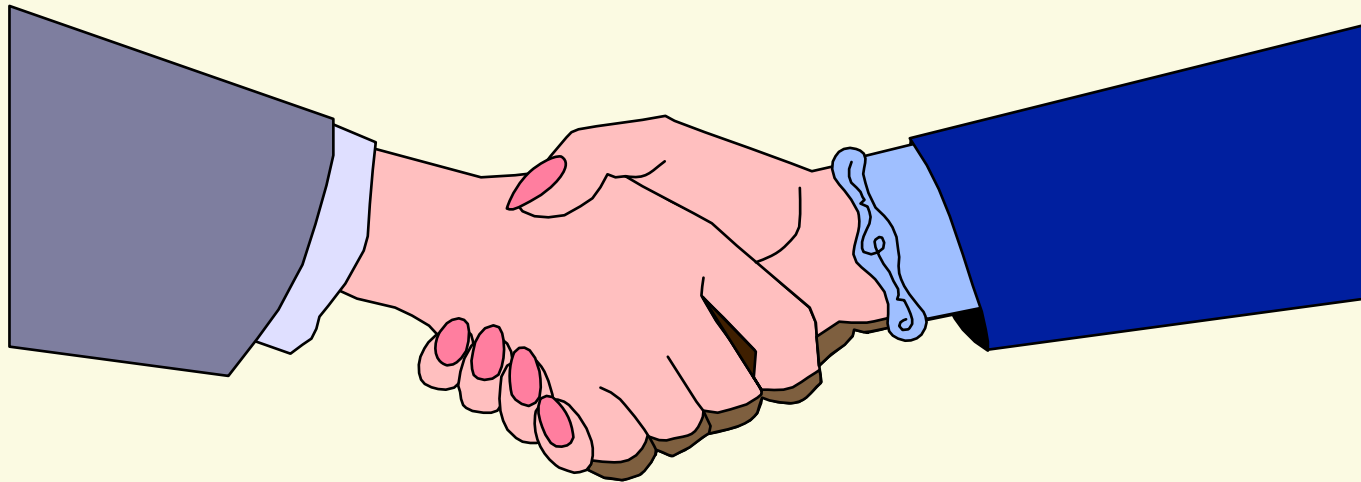
Approve BMPs based upon

- Meeting Priority Considerations and
- According to ranked secondary considerations unless reason not to.
 - Complete section 4 and columns U and V on the application form.
 - Set completion date; Fill in “Expiration Notice _____.”
 - “Practice must be installed and certified at the issuing SWCD by the above date.”



Roles of District Directors

 Notify landowner of approval or not approved and reasons why.



Roles of District Staff

Assists with setting secondary considerations

Perform recruitment.

Provide information about BMP for director consideration.




Roles of District Staff

Takes Signup.


- Fill out forms.
 - Sections 1 and 2 at signup.
- Checks to see if meets priority considerations.
 - See page I-6 of the manual.
 - Stop if does not meet.
- Completes technical information.
 - Completes section 3 of the form.
 - Must have “ NRCS job approval authority” for that BMP to certify “technical need” or “practice installation”.




Roles of District Staff

 Enters data into tracking program.

- Enters C-E factor on form.

 Rank all BMPs according to secondary consideration.

 Present to Directors at monthly Board Meeting.


Roles of District Staff

Approved BMP Implementation.


- Enter approved info into tracking program.
- Plan, Survey, Design, Layout, Construct, Complete.
- Completes section 5 of the form.
- Enters completed info into the Ag. BMP or Contracted Practices tracking programs as appropriate.



Roles of District Staff

 Get landowner to certify installation as complete.

- Section 6 of form. (Read it to them if necessary)

 Technically authorized staff inspects BMP and signs off.

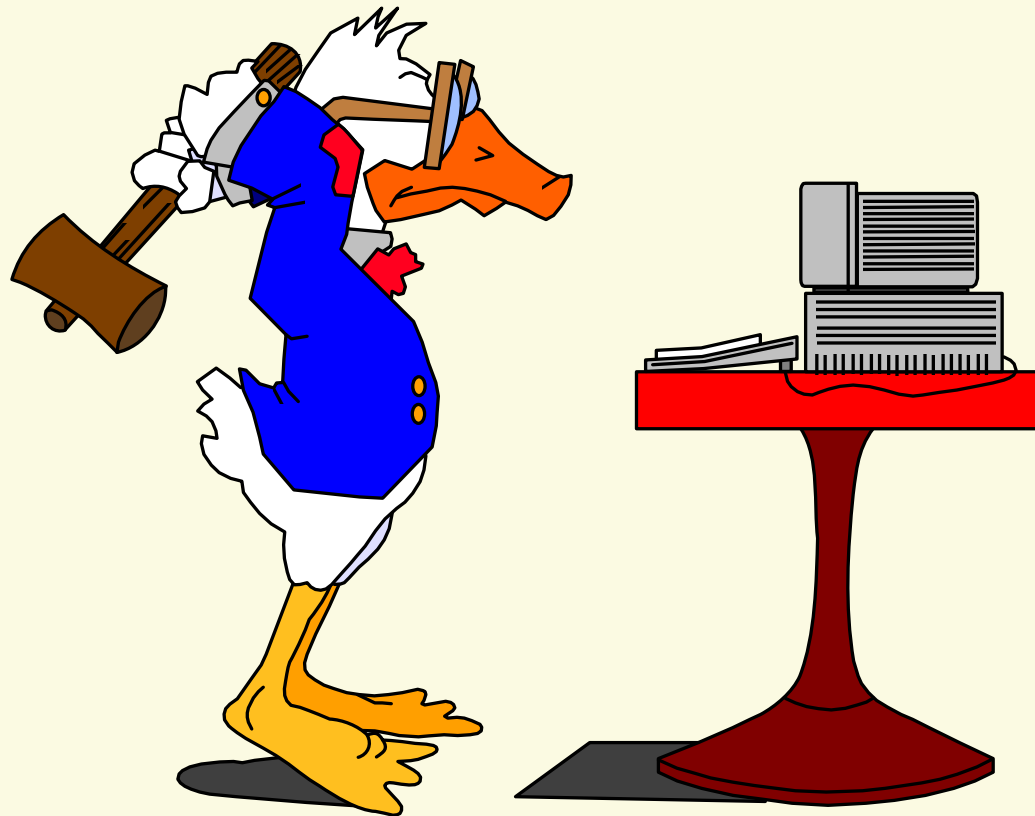
- Section 7 of form.

 Landowner is paid.

- Complete section 8 of form.

Roles of District Staff

📄 Complete info into the tracking program.



Roles of District Staff

Report quarterly on progress.

- All approved and completed BMPs entered into Tracking Programs
- Budget Reports to CDCs.
- Blue form of completed and canceled BMPs to CDCs.
- Compile disbursement report for expected completions in next 90 days

